

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, JUNE 24, 2004
8:15 A.M.**

Commissioners Present: Ray Stevens, Chair
Larry Hudkins, Vice Chair
Bernie Heier
Bob Workman

Commissioners Absent: Deb Schorr

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Kristy Mundt, Deputy County Attorney
Bruce Medcalf, County Clerk
Ann Taylor, County Clerk's Office

The Chair opened the meeting at 8:16 a.m.

AGENDA ITEM

1 APPROVAL OF THE STAFF MEETING MINUTES OF JUNE 17, 2004

MOTION: Heier moved and Workman seconded approval of the Staff Meeting minutes of June 17, 2004. Workman, Stevens, Heier and Hudkins voted aye. Motion carried.

2 ADDITIONS TO THE AGENDA

- A. County Engineer Substation in Hallam, Nebraska
- B. Microcomputer Request C#2004-257, \$702.70 from County Veterans Service for Seven (7) Lotus Notes Desktop Licenses (Exhibit A)
- C. Visitors Promotion Advisory Committee (VPAC) Meeting Schedule (Exhibit B)
- D. Hallam Update

MOTION: Hudkins moved and Heier seconded approval of the additions to the agenda. Hudkins, Heier, Stevens and Workman voted aye. Motion carried.

3 COMMISSIONER MEETING REPORTS

A. Stevens Creek Advisory Committee - Workman

No report.

B. Downtown Lincoln Association (DLA) Board Meeting - Stevens

Stevens reported adoption of the budget and discussion of the Sidewalk, Roads and Trails Committee (SRT) report.

Heier reported on the Public Works in Northeast Lincoln Meeting he attended on June 23, 2004. Information was provided on projects in Northeast Lincoln, including a preliminary evaluation of various routes for providing sanitary sewer service in the Stevens Creek Basin.

Hudkins requested a briefing by the Public Works/Utilities.

4 BUDGET WORKING SESSION - Dave Kroeker, Budget & Fiscal Officer

Dave Kroeker, Budget & Fiscal Officer, gave an explanation of the need to transfer appropriations from the General Fund Miscellaneous Budget to the following General Fund agencies: 1) County Commissioners (\$800); 2) Budget & Fiscal (\$200); and 3) Public Defender (\$25,000).

The Board scheduled action on the June 29, 2004 Board of Commissioners Meeting agenda.

Kroeker presented a capital expenditures request from the Citizen Information Center (CIC) and said the County has been asked to fund \$5,000 of the request (Exhibit C).

Additional information was requested on whether items requested by the Public Building Commission (PBC) were included in the request.

Kim Etherton, Community Corrections Director, appeared and presented a revised budget which includes the Adult Drug Court (Exhibit D). She said three new positions are requested (a case worker and field officer for Community Corrections and a supervision officer for Adult Drug Court).

Hudkins asked Etherton to prioritize the positions.

Etherton said of the three, she would eliminate the supervision officer for Adult Drug Court and not expand those services.

In response to a question from Workman, Etherton said it is difficult to assess the impact of the Community Corrections as it is frequently on the “back-end” and the program has been in operation less than a year. She said she can track recidivism.

Board consensus was to: 1) Reduce the budget by \$40,000; and 2) Re-look at the supervision officer position for Adult Drug Court at mid-year.

Kroeker presented the following (Exhibit E):

- Keno Fund, FY04 Budget & Expenditures & FY05 Proposed
- Lancaster County, Keno Collections
- Sources of Funding for the PeopleSoft Contract
- Memorandum from Terry Genrich, Parks & Recreation Natural Resources Manager, detailing the funding request for four projects: 1) Greenway along the South Beltway; 2) Nebraska Environmental Trust Wilderness South; 3) Nebraska Environmental Trust - Pioneers Park Prairie; and 4) Nebraska Environmental Trust - Saline Wetland (application for a second, three year grant)

Hudkins asked whether the Keno Fund could be used to fund the Lancaster County Agricultural Society’s request for funds for a portable Public Address (PA) system.

Kroeker said the Board has never used the Keno Fund to fund other entities.

The Board requested clarification of whether the posts are included in the rural signs estimate.

Bill Luxford, 5-City TV Studio Coordinator, appeared and gave a brief explanation of the CIC capital expenditures request. He said improvements to the City Council/County Commissioners Hearing Room are out of the Public Building Commission (PBC) budget.

Board consensus was to include the request in the Keno Fund list.

Kroeker also distributed copies of current year actuals (Exhibit F).

5 BOARD OF CORRECTIONS QUARTERLY MEETING - Mike Thurber, Corrections Director

Separate minutes.

6 DISCUSSION WITH LANCASTER COUNTY RURAL WATER DISTRICT NO. 1 AND CASS COUNTY RURAL WATER DISTRICT NO. 2 - Jay Halvorson, Lancaster County Rural Water District No. 1; Bob West, Cass County Rural Water District No. 2

General discussion of rural water issues with Jay Halvorson, Lancaster County Rural Water District No. 1, and Bob West, Cass County Rural Water District No. 2., including:

- Boundaries
- Rates/Charges
- Density
- Planning for Growth
- Annexation

The Board requested a map of service areas.

NOTE: Marvin Krout, Planning Director, was also present and participated in the discussion.

7 DRUG COURT UPDATE - Kim Etherton, Community Corrections Director

Kim Etherton, Community Corrections Director, said the federal grant for the Adult Drug Court program will run out on August 31, 2004 and the program will be transferred to her department. She requested authorization to: 1) Transfer the State Probation employees that work with the program to county employment; 2) Transfer their sick leave and vacation banks; and 3) Classify them as status employees. Etherton said alternatives include payout of their vacation banks and contracting with State Probation for services.

Kerry Eagan, Chief Administrative Officer, said it may be necessary to enter into an interlocal agreement with State Probation in order to retain detention powers. He added that there is precedent for bringing the employees on as status employees and transferring their benefits.

Stevens asked Etherton to check whether there are sufficient grant funds remaining to fund a payout of the vacation banks.

Etherton also requested authorization to open the Drug Court Coordinator position. She said the supervision officers may decide to apply and if one is hired, their position would need to be filled.

Eagan said application for a position is a different issue and the same considerations may not apply.

MOTION: Workman moved and Heier seconded to: 1) Pursue transfer of the State Probation employees that work with the Adult Drug Court program to county employment and look into giving the employees the option of payout or transfer of benefits; and 2) Authorize hiring of a Drug Court Coordinator. Hudkins, Heier, Workman and Stevens voted aye. Motion carried.

8 YOUTH SERVICES CENTER DISTURBANCE UPDATE - Dennis Banks, Lancaster County Juvenile Detention Center Director; Michelle Schindler, Youth Assessment Center (YAC) Interim Director; Henry Moss and Annette Thompson, Juvenile Detention Coordinators

Dennis Banks, Lancaster County Juvenile Detention Center Director, reported on a June 20, 2004 incident at the Detention Center in which nine inmates were involved in a two-hour standoff and destruction of property (see Item G for a list of damaged property). He said staff acted appropriately and commended the cooperation and professionalism of Lincoln Police Department (LPD) officers that responded to a call for assistance.

MOTION: Heier moved and Hudkins seconded to direct Kerry Eagan, Chief Administrative Officer, to draft a letter to Tom Casady, Chief of Police, thanking the Lincoln Police Department (LPD) for their cooperation and the professional manner in which they carried out their duties. Workman, Stevens, Heier and Hudkins voted aye. Motion carried.

Heier said there were inaccuracies in a Lincoln Journal Star Newspaper account.

The Board asked that a press release be issued clarifying the matter.

Brief discussion also took place regarding the chain of command. Banks was asked to keep staff apprised of where he can be reached in the event of an emergency.

ADMINISTRATIVE OFFICER REPORT

E. Placement of Youth Assessment Center (YAC) Under Lancaster County Juvenile Detention Center

MOTION: Workman moved and Hudkins seconded to: 1) Place the Youth Assessment Center (YAC) under the Youth Services Center; and 2) Reinstate Michelle Schindler as the Lancaster County Juvenile Detention Center Deputy Director. Hudkins, Heier, Workman and Stevens voted aye. Motion carried.

9 ACTION ITEMS

- A. Microcomputer Requests:
 - 1. C#2004-252, \$2,480.30 from Juvenile Detention Budget for 23 Lotus Notes Desktop Licenses
 - 2. C#2004-254, \$580.50 from Youth Assessment Center (YAC) Budget for Five (5) Lotus Notes Desktop Licenses

Judy Foote, Lancaster County Juvenile Detention Center, appeared and asked that funds for the Lotus Notes Desktop Licenses for YAC be encumbered.

MOTION: Workman moved and Heier seconded to: 1) Approve 23 Lotus Notes Desktop Licenses for Juvenile Detention; and 2) Encumber funds for Five (5) Lotus Notes Desktop Licenses for the Youth Assessment Center (YAC). Workman, Stevens, Heier and Hudkins voted aye. Motion carried.

10 ADMINISTRATIVE OFFICER REPORT

- A. Salt Creek Tiger Beetle Update from John Cochnar, U.S. Fish and Wildlife Service (Mayor's Conference Room, Wednesday, June 30, 2004 at 1:30 p.m.)

Workman indicated plans to attend the meeting.

- B. Community Blood Bank Building Generator

See Item 5.

- C. Pipeline Meeting (July 8, 2004)

Hudkins indicated plans to attend the meeting.

- D. Budget Monitoring Committee

Board consensus was to appoint Mike Thurber, Corrections Director, and reappoint Don Thomas, County Engineer; and Terry Wagner, Lancaster County Sheriff, to the committee.

- E. Placement of Youth Assessment Center (YAC) Under Lancaster County Juvenile Detention Center

Item moved forward on the agenda.

F. Questionable Claims:

1. PV 782-5743, dated June 7, 2004, from Families First & Foremost (F³), payable to Epworth Village in the amount of \$12,193.00. Payment includes billing for services from January, February and March, 2003. These claims are beyond the 90 day time period.
2. PV 782-5750, dated June 8, 2004, from Families First & Foremost (F³), payable to Hamlow Elementary School in the amount of \$335.00. Payment includes billing for services from November, 2003 - May, 2004. Claim is beyond the 90 day time period.
3. PV 784-9224, dated June 11, 2004, from the Community Mental Health Center, payable to Sandra Pavelka in the amount of \$139.00. Payment is for a seminar registration from September, 2003. Claim is beyond the 90 day time period.
4. PV 784-9215, dated June 4, 2004, from the Community Mental Health Center, payable to Travis Parker in the amount of \$100.92. A portion of the payment is for a registration fee to a workshop he attended in September, 2003 in the amount of \$23.00. This claim is beyond the 90 day time period.
5. PV 782-5751, dated June 8, 2004, from Families First & Foremost (F³), payable to Premier Psychiatric Group in the amount of \$470.07. Payment includes billing for services from November, 2003 - February, 2004. This claim is beyond the 90 day time period.

The Board scheduled the claims on the June 29, 2004 Board of Commissioners Meeting agenda.

G. Lincoln-Lancaster County Health Department Bond Issue

The Board requested a briefing by representatives of the Health Department and The Clark Enersen Partners (architect for the project).

H. Staff Meeting on July 1, 2004

The Board will not hold a Staff Meeting on July 1, 2004. A Staff Meeting will be held at 11:30 a.m. on July 6, 2004 instead.

ADDITIONS TO THE AGENDA

A. County Engineer Substation in Hallam, Nebraska

Eagan said the County has received an insurance settlement for replacement of the building, which was destroyed in the tornado.

The Board asked that discussion of facility needs be scheduled with the County Engineer.

- B. Microcomputer Request C#2004-257, \$702.70 from County Veterans Service for Seven (7) Lotus Notes Desktop Licenses (Exhibit A)

MOTION: Hudkins moved and Heier seconded approval. Heier, Hudkins, Workman and Stevens voted aye. Motion carried.

- C. Visitors Promotion Advisory Committee (VPAC) Meeting Schedule (Exhibit B)

Eagan reported a request from the Lincoln Convention & Visitors Bureau (CVB) to cancel the July and August, 2004 meetings of the VPAC, due to anticipated difficulty in getting a quorum.

The Board did not object to the request.

- D. Hallam Update

Stevens reported on a Hallam Town Hall Meeting held June 23, 2004. He said discussion focused on a proposed interlocal agreement between the Village of Hallam and City of Lincoln for the Building & Safety Department to issue building permits and perform building inspections, based on Lincoln's codes and fees, on reconstruction of buildings destroyed in the recent tornado.

RETURNING TO ITEM 4

Kroeker gave a brief overview of the Community Mental Health Center's (CMHC's) budget request (see Proposed Budget FY05 which is on file in the County Clerk's Office).

General discussion followed regarding mandated programs.

Stevens reported a request from District Court Judge Jeffre Chevront for reconsideration of the following budget items for District Court (624): 1) Uniforms (Object Code 2104); and 2) Laundry & Dry Cleaning (Object Code 3073).

11 ADJOURNMENT

MOTION: Workman moved and Heier seconded to adjourn the meeting at 12:54 p.m. Hudkins, Heier, Workman and Stevens voted aye. Motion carried.

Bruce Medcalf
Lancaster County Clerk